

Interreg - IPA CBC 
Hungary - Serbia

LEAD BENEFICIARY SEMINARS

FOR LBs OF THE 3RD CALL

LIVE ONLINE HOSTED BY ZOOM

3 FEBRUARY 2021 - SERBIAN
4 FEBRUARY 2021 - HUNGARIAN



The Programme is co-financed by the
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PROJECT REPORT



BENEFICIARY REPORT – FIRST LEVEL CONTROL

- Reporting period: every 4 months from the start date
- Deadline for submitting the Beneficiary Report: end of period + 15 days (Final Beneficiary Report: + 30 days)
- Control of Beneficiary Report: 45 days (including 7 + 8 days completion if needed)
- Reports to be submitted through INTERREG+
- Language of reporting: English
- Declaration on validation of expenditure (DoVE)
- Controllers: in Hungary in Serbia

Szegedi Területi Iroda
Békéscsabai Területi Iroda

Prvostepena kontrola (Ministarstvo finansija)

PROJECT REPORT – JOINT SECRETARIAT

- PR + AfR (Project Report + Application for Reimbursement)
- LB reports on the achievement of the partnership
- Pre-condition of PR: DoVE issued by the responsible FLC to each Beneficiary
- Deadline for submitting the PR and AfR: end of the reporting period + 90 days
- Reports to be submitted through INTERREG+ (language of reporting: English)
- Check of Project Report: 30 days (including max 2 rounds of completion if needed)
- Transfer of IPA fund is subject to the approval of the Project Report (MA, CA)

CONTENT OF THE REPORT

- **Narrative part:** achieved result, implemented activities, indicators, information and publicity (Project Report)
- **Financial part:** financial tables and the Application for Reimbursement (AfR) generated by the monitoring system from the data available in the validated BRs (DOVEs).



NARRATIVE PART OF THE PROJECT REPORT

INTERREG+ Project Report HUSRB UAT3 (B) 29:42 furkaandi

Project Report - Under preparation

Project ID HUSRB/1903/34/0005	Reporting periods RP 1	PR Number 1	PR start date 01/01/2021
PR end date 30/04/2021	Final report <input type="checkbox"/>		
Project acronym test project	Project title Enhancing cross-border co-operation		
Start date of project 01/01/2021	End date of project 30/06/2022	PR approval date	Status Under preparation

Main data Achievements Outcomes Indicators Information and publicity BRs in PR Financial Progress Sources of funding Progress Payments Transfer from LB Documents

History

FINANCIAL PART OF THE PROJECT REPORT

 **INTERREG** Project Report HUSRB UAT3 (B) 29:42 0 furkaandi 

Project Report - Under preparation ⊗

Project ID HUSRB/1903/34/0005	Reporting periods RP 1	PR Number 1	PR start date 01/01/2021
PR end date 30/04/2021	Final report <input type="checkbox"/>		
Project acronym test project	Project title Enhancing cross-border co-operation		
Start date of project 01/01/2021	End date of project 30/06/2022	PR approval date	Status Under preparation

Main data **Achievements** **Outcomes** **Indicators** **Information and publicity** **BRs in PR** **Financial Progress** **Sources of funding Progress** **Payments** **Transfer from LB** **Documents**

History

BRs INCLUDED IN THE PR

☰ **INTERREG**
Project Report
HUSRB
UAT3 (B)
✉ 0
👤 furkaandi
🕒 29:48

Project Report - Under preparation

Project ID HUSRB/1903/34/0005	Reporting periods RP 1	PR Number 1	PR start date 01/01/2021
PR end date 30/04/2021	Final report <input type="checkbox"/>		
Project acronym test project	Project title Enhancing cross-border co-operation		
Start date of project 01/01/2021	End date of project 30/06/2022	PR approval date	Status Under preparation

Main data
Achievements
Outcomes
Indicators
Information and publicity
BRs in PR
Financial Progress
Sources of funding Progress
Payments
Transfer from LB
Documents

History

Found 2 records

Beneficiary ^{▲1}	BR number ^{▲2}	Relevant DOVE(s)	Reporting peri...	BR start date	BR end date	BR approval date	Reported amo...	Reported EU co...	Validated amo...	Validated EU ...
LB - HU - HTP	1	DoVE_1_202101...	RP 1	01/01/2021	30/04/2021	06/11/2020	149,44	127,02	149,44	127,02
B1 - RS - Test Partner SRB	1	DoVE_1_202101...	RP 1	01/01/2021	30/04/2021	06/11/2020	220,05	187,04	220,05	187,04

Achievements datasheet

- Descriptive part about the progress in implementation
- Achievements in the reporting period
- Progress towards the main objective in the period
- Description of the partnership
- Infrastructure and works
- In case of the final project report
 - Overall project achievements
 - Overall description of the partnership



Se	Question type	Key aspect
1	Achievement	1. Achievements in the reporting period
2	Achievement	2. Overall project achievements (only in Final Report)
3	Achievement	3. Please describe the Project's progress towards the Main Obj...
4	Achievement	4. Description of the partnership
5	Achievement	5. Overall description of the partnership [Only Final Report]
6	Achievement	6. Infrastructure and works [If relevant]

Project Report / Achievement - Modify ⓧ

Seq. no. Question type

Key aspect
1. Achievements in the reporting period

Current description (from BR)
LB - BR1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam nunc nibh, ut elementum elit accumsan eu. Sed mattis dapibus placerat. Vestibulum luctus auctor ante, a tempus neque tempus at. Donec eget est lectus. Mauris sed porttitor diam. Phasellus elementum mi a velit volutpat pulvinar. Nulla eu nulla pretium, dignissim nulla a, vulputate sem. Duis lacus felis, blandit nec augue quis, pellentesque ultrices lacus. Donec eu iaculis tellus, non tristique leo. Fusce sit amet diam vitae erat bibendum tincidunt a blandit urna.
B1 - BR1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam nunc nibh, ut elementum elit accumsan eu. Sed mattis dapibus placerat. Vestibulum

Current description (by LB) *

Documents History

> Filters

     No records found       

File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
			<input type="text"/>				<input type="text"/>

 Save  Validate  Cancel

Outcomes

- Clear and detailed description of the (planned/not planned) activities implemented during the reporting period based on the descriptions reported in the BRs
- Project level indicators
- Uploading supporting documents

Main data	Achievements	Outcomes	Indicators	Information and publicity	BRs in PR	Financial Progress	Sources of funding	Progress	Payments
			Found 4 records						
AG ID ▲	AG name ⇅	AG description ⇅							
1	Project management activities	Project management activities							
2	Chess education available in the frame of special classes...	Chess education available in the frame of special classes for children under 14 in primary school							
3	Strengthened crossborder cooperation and Hungarian-S...	Strengthened crossborder cooperation and Hungarian-Serbian bilingualism							
4	Special development opportunity for advanced players	Special development opportunity for advanced players							

Project Report / Outcomes - Modify ✕

AG ID

3

AG name

Strengthened crossborder cooperation and Hungarian-Serbian bilingualism

AG description

Strengthened crossborder cooperation and Hungarian-Serbian bilingualism

Activities Indicators

Found 5 records  



Activity ID ^	Activity name ^	Activity status ^	Current description (by LB) ^	Activity originally planned ^
1	opening and closing event			Yes
2	chess camps			Yes
3	day of chess event			No
4	chess competitions			Yes
5	chess tournaments for youngs			No



Project Report / Outcomes / Activity - Modify

Activity ID	Activity name	Activity status *	Activity originally planned
1	opening and closing event	<input type="text"/>	<input checked="" type="checkbox"/>

Original description

Opening and closing events will be organized combined with press conferences.

Current description (from BR)

LB - BR1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam nunc nibh, ut elementum elit accumsan eu. Sed mattis dapibus placerat. Vestibulum luctus auctor ante, a tempus neque tempus at. Donec eget est lectus. Mauris sed porttitor diam. Phasellus elementum mi a velit volutpat pulvinar. Nulla eu nulla pretium, dignissim nulla a, vulputate sem. Duis lacus felis, blandit nec augue quis, pellentesque ultrices lacus. Donec eu laculis tellus, non tristique leo. Fusce sit amet diam vitae erat bibendum tincidunt a blandit urna.;

B1 - BR1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam nunc nibh, ut elementum elit accumsan eu. Sed mattis dapibus placerat. Vestibulum luctus auctor ante, a tempus neque tempus at. Donec eget est lectus. Mauris sed

BR status (set by B)

LB - BR1: NOT_STARTED;

B1 - BR1: NOT_STARTED

Current description (by LB) *

Documents History

> Filters

No records found



File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
							<input type="checkbox"/>

Save Validate Cancel



Project Report / Outcomes / Indicator - Modify

AG ID: 3 AG Type: Strengthened crossborder cooperation and ... Indicator type: Output Indicator ID: 1

Indicator name
Number of joint events strengthening crossborder cooperation and Hungarian-Serbian bilingualism

Measurement unit	Base value	Target value	Actual value in this PR *	Accumulated value	Remaining amount
event	0,000000	0,000000		0,000000	0,000000

Sources of verification
project report, photos, videos, articles

Indicator description

Corresponding activities

Comment *

Documents History

> Filters

No records found

File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
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Indicators

- Programme specific output indicators and Horizontal indicators
- Recording value of the progress realised in the reporting period (RP)
- Uploading supporting documents as source of verification

Main data	Achievements	Outcomes	Indicators	Information and publicity	BRs In PR	Financial Progress	Sources of funding	Progress	Paym
			Found 3 records						
Indicator ID	Indicator Name	Indicator category	Indicator type	Base value	Target value	Actual value In this PR			
HP01	Organized Involvement of eld...	Horizontal principle	Equal opportunities and non-...	0,00	2,00				
HP03	Planting of 10 saplings	Horizontal principle	Sustainable development	0,00	10,00				
OI/3.2	Number of joint cultural, rec...	Programme	Output	2,00	48,00				

Project Report / Indicator - Modify ✕

Indicator Name

Number of joint cultural, recreational and other types of community events and actions organised

Indicator category

Programme

Indicator type

Output

Indicator ID

OI/3.2

Unit

events

Actual value in this PR *

Base value

2,00

Target value

48,00

Achieved value

2,00

Remaining value

46,00

Original description

The organised community events will give the opportunity to more than 500 people to participate on cross-border chess tournaments and actions. Tha above numbers do not include the education classes in 7 primary schools we

Current description (by LB) *

Documents History

> Filters






 No records found
 









File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
							▼

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  Cancel

Information & Publicity activities

- Reporting about the obligatory and recommended tools implemented in the period
- Uploading of promotional materials, project event, media appearances as proof of implementation

Main data Achievements Outcomes Indicators Information and publicity BRs in PR Financial Progress Sou				
Found 13 records				
Information & Publicity Type	Communication tool	Planned La...	Originally plan...	Status In ...
1. Obligatory tool - Poster	poster	HU-SRB	<input checked="" type="checkbox"/>	
2. Obligatory tool - Promotional material	Roll-up banner	HU-SRB	<input checked="" type="checkbox"/>	
2. Obligatory tool - Promotional material	Accessories (branded notepads, pe...	HU-SRB	<input type="checkbox"/>	
3. Obligatory tool - Communication event	Workshop	HU-SRB	<input type="checkbox"/>	
3. Obligatory tool - Communication event	Project closing event	HU-SRB	<input type="checkbox"/>	
3. Obligatory tool - Communication event	Project opening event	HU-SRB	<input checked="" type="checkbox"/>	
4. Obligatory tool - Media coverage	Article in print media (newspapers, ...	Hungarian	<input type="checkbox"/>	
4. Obligatory tool - Media coverage	Article in online media (news portal...	Hungarian	<input checked="" type="checkbox"/>	
4. Obligatory tool - Media coverage	Article in online media (news portal...	Serbian	<input checked="" type="checkbox"/>	
5. Obligatory tool - Social media network ...	Facebook	HU	<input checked="" type="checkbox"/>	
7. Obligatory tool - Specific for purchase ...	Stickers 100x100mm (larger items)	English	<input checked="" type="checkbox"/>	
8. Recommended tools	Infographics	HU-SRB	<input checked="" type="checkbox"/>	
8. Recommended tools	Promotional video clip/PR film	HU-SRB	<input type="checkbox"/>	

Information & Publicity Type
1. Obligatory tool - Poster

Communication tool **Planned Language** **Status in this report *** **Originally planned**

Original description

Current description (from BR)
LB - BR1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam nunc nibh, ut elementum elit accumsan eu. Sed mattis dapibus placerat. Vestibulum luctus auctor ante, a tempus neque tempus at. Done;
B1 - BR1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam nunc nibh, ut elementum elit accumsan eu. Sed mattis dapibus placerat. Vestibulum luctus auctor ante, a tempus neque tempus at. Done

BR status (set by B)
LB - BR1: COMPLETED;
B1 - BR1: COMPLETED

Current description (by LB) *

Target group

Measurement unit *

Planned quantity	Actual quantity *	Total achieved quantity
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Planned quantity of reached people	Actual quantity of reached people *	Total achieved quantity of reached people
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Documents **History**

> Filters

     No records found        

File name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
No records found							



DOCUMENTS SHEET

- All supported documents uploaded in the PR are listed here
- Folder structure is created by the system at the time of uploading the documents at the different sheets
- Download / upload active here as well (upload is NOT recommended here)

File / Folder name	Title	Creation date	Subject	Created by	Version	Generated	Not relevant
PR&AFR		15/01/2021 13:52:11				<input type="checkbox"/>	<input type="checkbox"/>
activitygroups		15/01/2021 15:27:32				<input type="checkbox"/>	<input type="checkbox"/>
informationandpublicities		18/01/2021 09:34:46				<input type="checkbox"/>	<input type="checkbox"/>

Screens of the Financial Report

- Financial progress, Sources of funding, Payments
 - These screens are for informational purposes and generated by the system from BR data
 - Contain project/partner level data for the period and also accumulative
- Transfer from LB – TO BE FILLED!

Main data Achievements Outcomes Indicators Information and publicity BRs in PR Financial Progress Sources of funding Progress Payments Transfer from LB Docu							
Filters							
Beneficiary							
<input type="text"/> <ul style="list-style-type: none"> LB - HU - HTP B1 - RS - Test Partner SRB 							
No.	Budget lines	Planned Amount	Previously Validated Amount	Current Report Amount	Accumulated Amount	Accumulated Share	Remaining Budget Amount
> 1	Preparation costs	0,00	0,00	0,00	0,00	0,00 %	0,00
> 2	Staff costs	18 047,00	0,00	60,08	60,08	0,33 %	17 986,92
3	Office and administrative expenditure	2 707,05	0,00	9,01	9,01	0,33 %	2 698,04
> 4	Travel and accommodation costs	0,00	0,00	0,00	0,00	0,00 %	0,00
> 5	External expertise and services costs	76 505,00	0,00	179,50	179,50	0,23 %	76 325,50
> 6	Equipment expenditure	13 730,00	0,00	120,90	120,90	0,88 %	13 609,10
> 7	Infrastructure and works	0,00	0,00	0,00	0,00	0,00 %	0,00
	Current report revenue	0,00	0,00	0,00	0,00		0,00
Total		110 989,05	0,00	369,49	369,49	0,33 %	110 619,56

Main data Achievements Outcomes Indicators Information and publicity BRs in PR Financial Progress Sources of funding Progress Payments Transfer from						
Filters						
Beneficiary						
<input type="text" value="LB - HU - HTP"/> <input type="text" value="B1 - RS - Test Partner SRB"/>						
No	Budget line	Planned Amount	Previously Validated Amo...	Current Report Amount	Accumulated Amount	Remaining Budget Amount
1.	EU contribution	94 340,69	0,00	314,06	314,06	94 026,63
2.	National contribution	6 098,34	0,00	14,94	14,94	6 083,40
3.	Own contribution	10 550,02	0,00	40,49	40,49	10 509,53
3.1	Own private contribution	0,00	0,00	0,00	0,00	0,00
3.2	Own public contribution	10 550,02	0,00	40,49	40,49	10 509,53
Total		110 989,05	0,00	369,49	369,49	110 619,56

- The LB shall bear the costs of the transfer– Subsidy Contract - Art. 10.7.h)
' to transfer the EU contribution (including the advance specified in Annex I) correctly and within the timeframe agreed in the Partnership Agreement to other Beneficiaries in full, no specific charge or other charge with equivalent effect shall be levied which would reduce these amounts for the Beneficiaries'

Project part	EU contribution advance	Limit of settlement	Previously approved EU cont...	EU contribution validated in ...	Total validated EU Contributi...	Transferable EU contributi...	Advance settlement in curre...	Accumulated advance settle...	Remaining advance to be set...
HUSRB/1903/34/0005/B1	6 375,72	25 502,88	0,00	187,04	187,04	187,04	0,00	0,00	6 375,72
HUSRB/1903/34/0005/LB	7 775,38	31 101,53	0,00	127,02	127,02	127,02	0,00	0,00	7 775,38

Beneficiary	Contribution type	PR number	Date of transfer	Transferred amount (EUR)
B1 - RS - Test Partner SRB	Advance		06/01/2021	111 500,00

Application for Reimbursement

- Generated by the system as a pdf document
- Summarizing the 'Payments' datasheet
- Contains important information for the LB – transferrable amounts

Annex "A" to the Application for Reimbursement

Project ID: HUSRB/1601/error		Project Acronym: WASIDCA		Name of the Lead Beneficiary: Timmons Inc (official)					
Reporting period for which the AFR is submitted: from 01/10/2017 to 31/01/2018				No. of the period: 2		No. of the AFR: 2			

Name of the Beneficiary	Member State in which the LB/B is located	Declaration on Validation of expenditure issued on	Total amount of eligible expenditure (EUR)	Revenue (EUR)	Amount of eligible public expenditure (EUR)	Amount of state contribution (EUR)	Amount of IPA requested (EUR)	Financial correction from IPA requested related to irregularities in previous periods (EUR)	Amount of IP to be reimbursed (EUR)
Total									

Settlement of the IPA Advance payment (EUR) by Beneficiaries

	Short name of the Beneficiary	IPA advance	Limit of settlement	Previously validated IPA fund	IPA fund validated in current report	Total validated IPA fund	Transferable IPA in current report	Advance settlement in current period	Accumulated advance settlement Remaining advance to be settled
Lead Beneficiary	Timmons Inc..	534 616,90	2 138 467,60	1 789,64	828,41	2 618,05	828,41	0,00	534 616,90
Beneficiary 1	Oslo Store.(abbr)	242 250,00	969 000,00	17 532,94	4 849,36	22 382,30	4 849,36	0,00	242 250,00
Beneficiary 2	Ice Cream St..	113 925,20	455 700,81	552 817,67	551 683,90	1 104 501,57	534 875,56	16 808,34	0,00
Total		890 792,10	3 563 168,41	572 140,25	557 361,67	1 129 501,92	540 553,33	16 808,34	776 866,90

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To avoid request for the completion of the PR:

- Review the content before submitting the report, **check** if the PR proves the progress of the Project
- Don't only copy-paste from the application form or BRs, **describe** and **explain**
- If some activities were planned but not performed in the reporting period, explain reasons for delays
- Use the same wording like in the AF
- Explain how the reported value of indicators was calculated
- **Prove reported progress** and achievements, provide valid Source of Verification

- Give English titles to all documents
- Upload SoVs into corresponding folders
- Don't forget to upload the bank statement proving the transfer to partner(s)
- Coordinate with your partners
- Archive project documentation



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Thank you for your attention!

**Interreg-IPA CBC Hungary-Serbia
Joint Secretariat**

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